

## PUBLIC SERVICES COMMITTEE MINUTES

February 15<sup>th</sup>, 2022  
Zoom Video Conference  
5:30 pm

Public Services Committee Members Present; Ceri Otero, Juan Topete, Mike Daugherty

Members Absent: Seth Thompson

Staff Present: Mark Peterson, Tom Short, Greg Dagnan

Non-Members: Abi Almandinger

Meeting was called to order at 5:30 pm.

### **Old Business:**

1. Consider and approve minutes from the previous meeting.  
**Ceri Otero made a motion to approve January minutes.**  
**Motion Passed.**

### **NEW BUSINESS:**

#### **1. Consider and Discuss Scooter Rental RFP**

Mr. Peterson presented an RFP for Electric Scooter rentals. The RFP outlined information needed from providers, proposed revenue, and timelines. The RFP will be released on 2/18 with a proposal due date of 3/10.  
No action was needed.

#### **2. Consider and Discuss Addendum #2 for Dick Horton Consulting Services**

Mr. Peterson proposed addendum #2 to the Dick Horton Consulting Services Parks & Recreation Master Plan contract. This addendum is for administrative services that include document creation of Special Events Guidelines, Pricing Policy, Cost Recovery Policy, Public Engagement, Programming, Organizational Changes, Staff Development, Cost Tracking, and Research.

The contract will have a cap of \$30,000. Fees will be paid in a combination of options. Some jobs will be by the hour, and some will be by the job.

**Ceri Otero motioned to accept the contract and forward it to the council.**  
**Motion Passed.**

#### **3. Consider and Discuss Carthage Youth Baseball Agreement.**

Information for agenda items 3 and 4 is below.

#### **4. Consider and Discuss Carthage Youth Softball Agreement.**

Mr. Peterson informed the committee that these two agreements need further evaluation before approval. These will be brought forward at the March 15<sup>th</sup> PSC meeting. The primary reason is recent developments related to determining the best way to proceed with utility needs for baseball and softball. Language for the agreements will be developed addressing the utility arrangements and added to the agreements.

#### **Staff Reports**

Mr. Peterson shared information on the following.

- Recently hired Preston Ryser as the Assistant Golf Operations Supervisor.
- We are currently interviewing candidates for the Administrative Assistant opening.
- Currently taking applications for Park Maintenance I position.
- We are transitioning from Teesnap Point of Sale (POS) software to Lightspeed POS at the golf course. We Teesnap through the end of March. Lightspeed should be implemented by 3/15, allowing a 2-week buffer for any issues.
- Capital requests will be submitted to Mr. Short on 2/18.
- I met with CVB representatives on 2/10 to discuss various details in determining the best path for Tourism if the City of Carthage chooses to take on a Tourism role for the city. We outlined how to move forward with FTF while a path is determined for Tourism. More details and a presentation will happen on 2/28 at the scheduled Lodging Tax Committee meeting.

**Mike Daugherty made a motion to adjourn.**

**Motion Passed.**

**Meeting adjourned at 6:32 pm.**